

Before and Afterschool Research and Data Collection  
Request for Proposal BA-002  
March 2008

The Iowa Department of Education, Grimes State Office Building, 400 E 14<sup>th</sup> St, Des Moines, IA 50319, will be receiving proposals to conduct research and collect data via surveys with Iowa school districts and before and afterschool programs until 3:00 p.m. local Iowa time, **April 25, 2008**. Late proposals will not be considered.

For information regarding this notice, contact Issuing Officer:

Joseph P. Herrity  
Iowa Department of Education  
Grimes State Office Building  
400 E 14<sup>th</sup> St  
Des Moines IA 50319  
Phone: 515-281-3290  
E-mail: [joe.herrity@iowa.gov](mailto:joe.herrity@iowa.gov)

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## Section 1 Administrative Issues

- 1.1 Purpose.** The Iowa Department of Education (DE) seeks a contractor/vendor to work with the Department on surveying and analyzing survey data from public school districts and participating parents in both public and private before and after school programs.
- 1.2 Questions and Answers.** Vendors are invited to submit written questions and/or requests for interpretations concerning this RFP BA-002 on or before April 16, 2008. Oral questions will not be accepted, and verbal communications shall not override written/e-mail communications. The DE will prepare a written response via e-mail to all pertinent questions submitted by vendors by April 18, 2008.
- 1.3 Issuing Officer.** All questions, letters of intent, and proposals should be submitted to:

Joseph P. Herrity  
Iowa Department of Education  
Grimes State Office Building  
Des Moines, Iowa 50319  
Phone: 515-281-3290  
Email: joe.herrity@iowa.gov

- 1.4 Letters of intent to apply.** A letter indicating intent to apply must be received no later than April 9, 2008. The letter may be delivered via electronic mail (e-mail), postal delivery, or hand delivery. The letter of intent to apply must include the vendor's name, mailing address, e-mail address, telephone number, and a statement of intent to apply. Submitting a letter of intent to apply is a mandatory condition to submit a proposal.
- 1.5 Submission of proposals.** Proposals must be received at the DE no later than 3:00 p.m. local Iowa time on April 25, 2008. Proposals may be submitted via electronic mail (e-mail), postal delivery, or hand delivery. A late proposal shall be returned to the vendor and will not be considered.
- 1.6 Proposal opening.** Proposals will be opened on April 28, 2008. The proposals will remain confidential until the DE evaluation committee has reviewed all of the proposals, per Iowa Code Section 72.3.
- 1.7 Timeline**
- |                |   |
|----------------|---|
| March 31, 2008 | RFP Released to Targeted Small Businesses           |
| April 2, 2008  | RFP Released to General Public                      |
| April 9, 2008  | Letters of Intent due to Department                 |
| April 16, 2008 | Questions due to Department                         |
| April 18, 2008 | Answers released to vendors filing letter of intent |
| April 25, 2008 | Bid Proposals due to Department                     |
| April 28, 2008 | Bid Proposals Opened and Scored                     |
| May 8, 2008    | Notice of Intent to Award                           |
| May 22, 2008   | Contract Awarded                                    |

## Section 2 Service Requirements

2.1 Scope of work. The DE seeks applications to work with the Department of Education on development and execution of two surveys. Bidders are invited to bid on either survey or both and may submit multiple proposals to complete either or both options. All surveys must be completed and an analysis of results provided to the department no later than October 15, 2008

2.1.1 The first survey will be to develop an electronic survey to collect information from school districts about the current state of afterschool in Iowa, including the need for afterschool, beneficial policies and partnerships, policy barriers, access to programs, and funding options. The survey would focus on collecting data and information on after school programs for all children regardless of background or socio-economic background. It is important that this data be aligned with the Iowa Afterschool Alliance (IAA) Data Work Group survey which is a part of a larger general public survey on public support, attitudes, and opinions of afterschool programs in Iowa.

2.1.2 The second survey will be to develop a survey to collect research and data information about how parents who participate in after school programs feel about the programs currently being offered and run through local school districts, community based, faith based, non-profit organizations, and private organizations across the state of Iowa. Topics include the current state of afterschool in Iowa, the need for afterschool, beneficial policies and partnerships, policy barriers, access to programs, public safety and employment issues, and funding options. It is important that this data be aligned with the Iowa Afterschool Alliance (IAA) Data Work Group survey which is a part of a larger general public survey on public support, attitudes, and opinions of afterschool programs in Iowa and data is correlated with information collected from the local school district survey references and cited in 2.1.1 above.

2.2 Names of potential survey participants will be provided by:

2.2.1 For the proposal to collect information from local school districts, the Department of Education will provide information in either electronic or paper format or both.

2.2.2 For the proposal to collect information from parents with children in school-linked afterschool programs, contact information will be provided by the local provider to vendor.

## **Section 3 Content of Proposal**

**3.1** Instructions. The proposal shall include the following:

- 3.1.1.1** Statements that demonstrate that the vendor understands and agrees with the terms and conditions of the Request for Proposals.
- 3.1.1.2** A demonstration/description of the vendor's previous and on-going experience in conducting surveys
- 3.1.1.3** Vendor's knowledge of before and after school programs.
- 3.1.1.4** Description of the vendor's qualifications to complete the work. The vendor should describe how previous work experiences coincide with the requirements of this application. Included in this work should be a description of how the vendor has been engaged in similar work.
- 3.1.1.5** Names and qualifications (resumes/vitas) of key staff members and/or contractors who will perform the duties.

## **Section 4 Evaluation Steps**

**4.1** Evaluation criteria. The DE evaluation committee will evaluate all compliant proposals and make an award using the following criteria that are listed in no particular order:

- 4.1.1** Total points to be earned=100 points
  - 4.1.1.1** Proven experience/track record of vendor in related initiatives=60 points
  - 4.1.1.2** Experience of key staff members and/or contractors=40 points
- 4.1.2** Recommendations of evaluation committee. The final ranking and recommendation of the evaluation committee shall be presented to the Division Administrator, PK-12 Education for consideration.

## **Section 5 Contract Terms and Conditions**

- 5.1** Contract terms. The contract is attached in Appendix B.
- 5.2** Length of contract. It is anticipated that this contract will be for five (5) months, depending upon funding and continuation needs. Contract is anticipated to begin June 1, 2008, and terminate October 30, 2008.

## Attachment #1

### Contract Terms and Conditions

Agreement #

#### CONTRACTUAL AGREEMENT BETWEEN

STATE OF IOWA, DEPARTMENT OF EDUCATION, (DE) Bureau/Division of \_\_\_\_\_  
Grimes State Office Bldg., 400 E 14<sup>th</sup> St, Des Moines, IA 50319-0146.  
Department Contact Person: \_\_\_\_\_ Phone: (515) \_\_\_\_\_

AND

CONTRACTING PARTY - AGENCY OR INDIVIDUAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

AGENCY CONTACT PERSON OR AGENCY PERSON TO PERFORM SERVICES: \_\_\_\_\_

CONTRACTING PARTY: IF AN INDIVIDUAL, YOUR SOCIAL SECURITY NUMBER: \_\_\_\_\_  
IF AN AGENCY, YOUR FEIN NUMBER: \_\_\_\_\_

THE DEPARTMENT WILL COMPENSATE FOR THE FOLLOWING SERVICES RENDERED BY  
CONTRACTING PARTY:  
(DESCRIPTION OF SERVICES) \_\_\_\_\_

CONTRACT PERIOD: Service begins: \_\_\_\_\_ Service ends: \_\_\_\_\_

COMPENSATION: As indicated and in accordance with the stated terms below.

Contract is for actual costs estimated as shown here in total and itemized below under "Associated Costs" section.

Contract is for a specified fee totaling the shown amount for \_\_\_\_\_ (Number) \_\_\_\_\_ (Units) at  
\$ \_\_\_\_\_ per \_\_\_\_\_ (Unit)

\$0.00

CONTRACT IS NOT TO EXCEED AMOUNT SHOWN ON THIS LINE.

ASSOCIATED COSTS: Only the items designated are covered; required documentation is indicated under "Other Conditions and Requirements" section. (Estimated costs shown)

\$ \_\_\_\_\_ TRAVEL: FROM \_\_\_\_\_ TO \_\_\_\_\_ AND RETURN

via means and for the amounts shown:

Air Coach \$ \_\_\_\_\_ Auto \$ \_\_\_\_\_ Taxi \$ \_\_\_\_\_ Parking \$ \_\_\_\_\_

Other \$ \_\_\_\_\_ (As stipulated in "Description of Services" section.)

\$ \_\_\_\_\_ MEALS: Actual and necessary; not to exceed the following rates:

Breakfast \$ \_\_\_\_\_ Lunch \$ \_\_\_\_\_ Dinner \$ \_\_\_\_\_

\$ \_\_\_\_\_ LODGING: Number of nights \_\_\_\_\_, not to exceed \$ \_\_\_\_\_ per night, plus tax.

\$ \_\_\_\_\_ OTHER: (ITEMIZE) \_\_\_\_\_

CLAIM/PAYMENT PROVISIONS: \_\_\_\_\_

Payment requests should be submitted to the attention of: \_\_\_\_\_

\*FOR DEPARTMENT OF EDUCATION USE ONLY\*

							PAYMENTS
FUND	AGENCY	ORGN	S/ORG	OBJ	ARC	AMOUNT	
	0282						
	0282						
	0282						
	0282						
TOTAL CONTRACT AMOUNT						\$0.00	
PRE-CONTRACT (ATTACHED OR N/A)		SOLE SOURCE (ATTACHED OR N/A)		PRIOR APPROVAL (ATTACHED OR N/A)			

OTHER CONDITIONS/REQUIREMENTS: Unless otherwise stipulated, the rates and requirements listed below shall apply:

Mileage reimbursement rate: 39 ¢ per mile.

Original Receipts: Must be submitted with a signed claim when the contract is with an individual. Receipts are required for the following: (Credit card receipts are not acceptable)

TRAVEL: Air coach, taxi fares, related parking fees and car rental.

LODGING: Reimbursement approved only for those residing outside the designated meeting site. Lodging must be outside contracting party's domicile.

OTHER: Registration fees and other items (as designated under "Associated Costs" section) require receipts unless specified otherwise.

Itemized Invoice: An agency must submit an itemized invoice detailing the expenses allowed by the contract.

ALL CLAIMS MUST BE FILED WITHIN 30 DAYS FOLLOWING THE CONTRACT SERVICE ENDING DATE.

TERMINATION: This contract may be terminated by either party upon ten- (10) days written notice.

NONTRANSFERENCE: Unless otherwise stipulated in this contract, the contracting party shall not transfer any interest in this contract without prior written approval from the Department of Education.

AMENDMENTS: Requests for an approval of amendments to this agreement must be mutually acceptable and in writing.

INDEMNIFICATION: The contracting party agrees jointly and severally to indemnify and hold the State, its successors and assigns harmless from and against all liability, loss, damage, or expense, including reasonable counsel fees, which the State shall incur by reason of the failure of the contracting party to perform fully and comply with the terms and obligations of this agreement.

AVAILABILITY OF FUNDS: This contract is subject to the anticipated availability of Federal and/or State funds under the program from which it is supported.

ASSURANCE: THE CONTRACTING PARTY, BY SIGNATURE AFFIXED BELOW, ASSURES THE DEPARTMENT THAT SAID CONTRACTING PARTY IS OPERATING IN COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL STATUTES, RULES AND REGULATIONS. INCLUDING CERTIFICATION THAT THE CONTRACTOR AND/OR ITS PRINCIPAL OFFICIALS ARE NOT SUSPENDED OR DISBARRED.

REPRESENTATIONS: VERBAL OR WRITTEN, THAT MAY HAVE BEEN MADE PRIOR TO THE SIGNING OF THIS CONTRACT AND ARE NOT EXPRESSLY STATED IN THE TERMS OF THE CONTRACT, ARE NONBINDING, VOID AND OF NO EFFECT. NEITHER PARTY HAS RELIED ON SUCH PRIOR REPRESENTATIONS IN ENTERING INTO THIS CONTRACTUAL AGREEMENT.

_____	_____	____/____/____
DE CONTACT (Requesting service)	TITLE	DATE

_____	_____	____/____/____
DE ADMINISTRATION TITLE	DATE	

_____	_____	____/____/____
CONTRACTING AGENCY OR INDIVIDUAL	TITLE	DATE

_____	_____	____/____/____
DE AUTHORIZING SIGNATURE	TITLE	DATE

CONTRACTING PARTY: SIGN, DATE, AND RETURN ORIGINAL COPY TO THE DEPARTMENT. THIS CONTRACT WILL BE VALID WHEN YOU RECEIVE A COPY WITH THE DEPARTMENT OF EDUCATION'S AUTHORIZING SIGNATURE.

AGREEMENT # \_\_\_\_\_

## Attachment #2

Date

Joseph P. Herrity, Issuing Officer  
Iowa Department of Education  
Grimes State Office Building  
400 East 14<sup>th</sup> Street  
Des Moines, IA 50319-0146

Re: Request for Proposal Number #BA-002  
PROPOSAL CERTIFICATION

Dear Mr. Herrity:

I certify that the contents of the proposal submitted on behalf of (Name of Vendor) in response to the Iowa Department of Education for Proposal Number BA-002 to provide coordination, support, and technical assistance to before and after school programs. I also certify that (Name of Vendor) has not made any knowingly false statements in its proposal.

Sincerely,

---

Name and Title



### Attachment #3

Date

Joseph P. Herrity, Issuing Officer  
Iowa Department of Education  
Grimes State Office Building  
400 East 14<sup>th</sup> Street  
Des Moines, IA 50319-0146

Re: Request for Proposal Number #BA-002  
CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF  
INTEREST

Dear Mr. Herrity:

By submitting a proposal in response to the Iowa Department of Education Request for Proposal Number BA-002 to provide coordination, support, and technical assistance to before and after school programs, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee.
2. The proposal has been developed independently, without consultation, communication or agreement with any other vendor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other vendor.
4. No attempt has been made or will be made by (Name of Vendor) to induce any other vendor to submit or not to submit a proposal for the purpose restricting competition.
5. No relationship exists or will exist during the contract period between (Name of Vendor) and the Agency that interferes with fair competition or as a conflict of interest.

Sincerely,

---

Name and Title

## Attachment #4

Date

Joseph P. Herrity  
Iowa Department of Education  
Grimes State Office Building  
400 East 14<sup>th</sup> Street  
Des Moines, IA 50319-0146

Re: Request for Proposal Number #BA-002  
CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
AND ELIGIBILITY, AND VOLUNTARY EXCLUSION

Dear Mr. Herrity:  
:

By submitting a proposal in response to the Iowa Department of Education's Request for Proposal Number #BA-002 to provide coordination, support, and technical assistance to before and after school programs, the undersigned certifies the following:

1. I certify that, to the best of my knowledge, (Name of Vendor) and all of its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or agency; (b) have not within a three year period preceding this proposal been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or other criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this proposal had one or more public transactions (federal, state, or local) terminated for cause.
2. This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that the undersigned knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

Sincerely,

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Name and Title

## **Attachment #5**

Date

Joseph P. Herrity  
Iowa Department of Education  
Grimes State Office Building  
400 East 14<sup>th</sup> Street  
Des Moines, IA 50319-0146

Re: Request for Proposal Number #BA-002  
**AUTHORIZATION TO RELEASE INFORMATION**

Dear Mr. Herrity:

[Name of vendor] hereby authorizes the Iowa Department of Education to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful vendor in response to Request for Proposal Number #BA-002.

The vendor acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The vendor acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the Agency or may otherwise hurt its reputation or operations. The vendor is willing to take that risk.

The vendor hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency in the evaluation and selection of a successful vendor in response to Request for Proposal Number #BA-002.

The vendor authorizes representatives of the Agency to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the undersigned's proposal submitted in response to Request for Proposal Number #BA-002.

The vendor further authorizes any and all persons, entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency in the evaluation and selection of a successful vendor in response to Request for Proposal Number #BA-002.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

---

Printed Name of Vendor Organization

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Name and Title of Authorized Representative

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Date